



Individual Field Trip Authorization Form

TO BE COMPLETED BY THE STUDENT AND THE STUDENT'S PARENT/LEGAL GUARDIAN A MINIMUM OF FOUR (4) WEEKS (20 SCHOOL DAYS) PRIOR TO DEPARTURE DATE

Student Legal Name: _____ **Student ID:** _____
Last First M.I. 10 digit state ID

School: _____ **Grade:** _____

****IMPORTANT NOTE: If multiple trips, attach a schedule****

Trip/Event Name: _____

Trip/Event Location: (city/state/country) _____

Trip/Event Date(s): (mm/dd/yy) _____

Departure Date: (mm/dd/yy) _____ **Departure Time:** _____ A.M. P.M.

Return Date: (mm/dd/yy) _____ **Return Time:** _____ A.M. P.M.

Alabama Career and College Readiness Standard(s) Addressed: Standards can be found at <http://alex.state.al.us/ccrs/>. Student and parent/guardian are responsible for determining applicable Alabama College and Career Ready Standard. Appropriate HCS personnel (e.g., teacher, coach, faculty sponsor) may be contacted for assistance for determining applicable Standard.

PLEASE NOTE: This student trip/activity is NOT sponsored by Huntsville City Schools. The parent/guardian has requested the student participate in the trip/activity and assumes responsibility for student supervision, transportation and cost of the activity. By signing this document, the parent/guardian and the student assume responsibility for providing appropriate documentation that the standard(s) referenced above were addressed by the participation of the student. It will be the responsibility of the student to collect information regarding missed course work and to complete/submit the work in a timely manner.

Student Name: (please print) _____

Student Signature: _____ **Date:** _____

Parent/Legal Guardian Name: (please print) _____

Parent/Legal Guardian Signature: _____ **Date:** _____

Parent Email: (for copy of completed form) _____

TO BE COMPLETED BY HCS PERSONNEL ONLY

The following criteria have been reviewed and verified:

Student is in good academic standing. YES NO

Student meets HCS conduct expectations. YES NO

Student has regular school attendance. YES NO

Documentation for how the activity supports achievement of Alabama College and Career Ready Standards has been provided. YES NO

Student's situation has been documented as a "special circumstance" by school principal. YES NO

The school administration approves of the activity as it supports the achievement of the Alabama College and Career Ready Standard(s) listed above. While this is not a school sponsored trip/activity, the HCS policy regarding make-up work for students attending school activities will be followed.

SIGNATURES:

Principal: _____ **Date:** _____

Director of Athletics & Extracurricular Activities: _____ **Date:** _____

Director of Instruction: (only for academic activities) _____ **Date:** _____